CONFIDENTIAL **ROUTING AND RECORD SHEET** Memorandum of Agreement Between the Board Members SUBJECT: (Optional) of the Central Employee Activity Fund (CEAF) and the Office of Security Regarding the Emergency Fund FROM: C/Budget Branch/PPG (1) 9 January 1984 TO: (Officer designation, room number, and DATE OFFICER'S COMMENTS (Number each comment to show from whom building) INITIALS to whom. Draw a line across column after each comment.) RECEIVED FORWARDED 1. Attached for the Director of C/PPG Security's signature is the finalized Memorandum of Agreement regarding Security's use of CEAF funds for the emergency fund. Per the attached note from , he will also DD/P&M sign as Chairman, CEAF, and will give copies of the Agreement 4. to the board members. Copies will be maintained in the Budget Branch, Office of Security, 5. Headquarters Security Branch DD/SEC T TIM and Security Support Division. 7. D/SES 9. 1/10/84 10. 11. 12. 13. 14. 15. 610 USE PREVIOUS EDITIONS **FORM** CONFIDENTIAL

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SUBJECT: (Optional) Memorandum of Agreement Between the Board Members of the Central Employee Activity Fund (CEAF) and the Office of Security Regarding the Emergency Fund							
Director of Security			EXTENSION	NO. DATE			
TO: (Officer designation, room number, and	D	ATE	OFFICER'S	COMMENTS (Number each comment to show from whom			
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MEMORANDUM OF AGREEMENT

This Memorandum of Agreement between the board members of the Central Employee Activity Fund and the Office of Security allows the Office of Security to maintain a fund of \$1,500.00 to be used for emergency loans to Agency employees during nonduty hours.

These emergency loans are not to be used for official purposes.

These emergency loans are to be used for purposes such as bail bond, personal emergency travel, emergency temporary lodging and other personal-related, financial-type emergencies.

These loans are normally to be repaid within 24 hours and under no circumstances should exceed one week.

A semiannual report is to be made to the board members of the Central Employee Activity Fund on the number of transactions during the year and the balance of the fund.

A special report will be furnished in the event an employee should fail to repay a loan.

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	9 JAN 1984	
Director of Security		Chairman, CEAF